

## **Model Publication Scheme**

### **1. Introduction**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public.

### **2. Classes of Information**

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

1. Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
2. Information in draft form.
3. Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

### **3. The methods by which information published under this scheme will be made available.**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **4. Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of

charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **5. Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## **6. Information Available**

This document is the guide to information available from Bearsted Parish Council under the model publication scheme.

## **7. Contact Information**

Bearsted Parish Council, Parish Office Madginford Hall, Egremont Road, Bearsted, Maidstone, Kent. ME15 8LH

Tel: 01622 630165

e-mail: [clerk@bearstedparishcouncil.gov.uk](mailto:clerk@bearstedparishcouncil.gov.uk)

website: [www.bearstedparishcouncil.gov.uk](http://www.bearstedparishcouncil.gov.uk)

Responsible Officer: Clerk to the Council

Office opening hours: 9:30am to 2:30pm Monday, Tuesday, Wednesday & Thursday

Office opening hours for printing: 9:30am to 12noon Monday, Tuesday, Wednesday & Thursday

## **8. Information and Costs**

Fees listed below are discretionary.

Information to be published	How the information can be obtained	Cost (postage not included in price listed)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website Hard Copy	Free 25p/p
Who's who on the Council and its Committees	Website Hard copy	Free 25p/p
Staffing Structure	Website Hard copy	Free 25p/p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 25p/p
Location of main Council office and accessibility details	Website Hard copy	Free 25p/p
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum	Website Hard copy	Free 25p/p
Annual return form and report by auditor	Website Hard copy	Free 25p/p
Finalised budget	Website Hard copy	Free 25p/p
Precept	Hard copy	25p/p
Borrowing Approval letter	Hard copy	25p/p
Financial Standing Orders and Regulations	Website Hard copy	Free 25p/p
Grants given and received	Website Hard copy	Free 25p/p
List of current contracts awarded and value of contract	Website Hard copy	Free 25p/p
Members' allowances and expenses	Hard copy	25p/p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 25p/p
Quality status	N/a	
Local charters drawn up in accordance with DCLG guidelines	N/a	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 25p/p
Agendas of meetings (as above)	Website Notice Boards Hard copy	Free Free 25p/p
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 25p/p
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Email	25p/p Free
Responses to consultation papers	Hard copy	25p/p
Responses to planning applications	Minutes available on website Hard copy	Free 25p/p
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Website Hard copy	Free 25p/p
<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Maternity Policy Paternity Pay &amp; Leave Policy Email Etiquette Policy IT Acceptable Usage, Data Protection and Social Media Policy Inclusions &amp; Exemptions for publishing data Complaints Policy Model Publication Scheme Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Website Hard copy	Free 25p/p
Records management policies (records retention, destruction and archive)	Hard copy	25p/p
Data protection policies	Hard copy	25p/p
Schedule of charges (for the publication of information)	Hard copy	25p/p
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	25p/p
Assets Register	Hard copy	25p/p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Website Hard copy	Free 25p/p
Register of gifts and hospitality	Hard copy	25p/p

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.		
Allotments	Website Hard copy	Free 25p/p
Closed churchyards	Website Hard Copy	25p/p
Parks, playing fields and recreational facilities	Website Hard Copy	Free 25p/p
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free 25p/p
Bus shelters	N/A	
Markets	Website	
Public conveniences	N/A	
Agency agreements	N/A	

This policy will be reviewed every two years.